

**THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF GREENVILLE IS AT-WILL.**

## CITY OF GREENVILLE

POLICY NO. HR-14

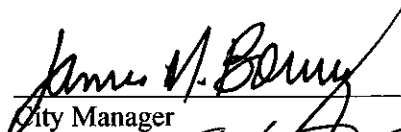
DATE: February 6, 2009

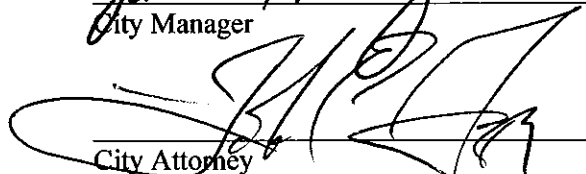
SUBJECT: Tuition Reimbursement

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APPROVALS:

  
City Manager

  
City Attorney

  
Human Resources Director

**I. Purpose**

The purpose of this policy is to set out the conditions and procedures necessary to qualify for tuition assistance.

**II. Applicability**

This policy applies to all regular, full-time employees of the City of Greenville.

**III. Definitions**

- **Accredited:** Colleges, universities, or programs that have been reviewed by an accrediting agency for quality and recognized by such agency (ies) as meeting predetermined standards set by the US Department of Education and the Council of Higher Education.
- **Tuition Eligibility:** Any full-time employee is eligible for tuition reimbursement.
- **Tuition Repayment:** Repayment of tuition reimbursement by an employee who leaves City employment one (1) year prior to the completion of a course (s).
- **Reimbursement Allowance:** A specified dollar amount for refunding the cost of tuition and books.

**IV. Policy**

It is the policy of the City of Greenville to encourage employees to continue his or her personal and professional development by offering tuition reimbursement and other development programs.

**V. Procedures**

**A. Applicable Courses/Programs**

Courses taken outside of normal working hours at an accredited college, university, junior college, business school or technical institute and which are:

1. Directly related to the skills and knowledge required in the performance of the employee's responsibilities, or,
2. Directly related to the acquisition of skills and knowledge required to advance within the employee's department, or other departments within the City of Greenville organization, and which are not normally provided as a part of overall departmental training programs, and
3. Directly related to or required in a degree program which is pre-approved by both the employing department and the Human Resource Department. A degree program includes PhD., Masters, Bachelors, Associates, or accredited GED programs.

## **B. Reimbursement Allowance**

The reimbursement allowance is 100 percent of the tuition and 50 percent of required book and material expenses subject to the following maximum amount:

- Undergraduate Courses: \$750 per course, up to \$2,250 per fiscal year
- Graduate Courses: \$1,750 per course, up to \$3,500 per fiscal year

Eligible amounts will be calculated after application for and deduction of amounts of available tuition assistance received from the South Carolina Education Lottery, federal grants, and/or financial assistance.

Fiscal year will be defined as the budget year in which the course is completed. Courses exceeding the maximum reimbursement in a fiscal year may not be held for reimbursement in a subsequent fiscal year.

## **C. Reimbursement Approval**

Human Resources must approve all tuition reimbursement prior to enrollment in a course for which an employee seeks reimbursement. Application forms are available through the Human Resource Department or at M:/CityInfo/E-Forms/HR. As a prerequisite for reimbursement qualification, application for financial aid and/or lottery assistance must first be made. Application procedures and information for lottery financial assistance are available through each institution's financial aid office.

## **D. Employee Obligation to Education Institution**

Employees are responsible for arranging payment for tuition and books/materials. Employees must maintain a copy of all receipts for tuition, financial aid, lottery assistance, and books/materials to be submitted to Human Resources when requesting reimbursement.

## **E. Course Attendance/Completion Requirements**

Employees are expected to exert a conscientious effort to attend classes and master the materials taught in the courses covered under this policy. A passing grade must be obtained to be considered for reimbursement. Reimbursement will not be issued for courses failed or dropped by the employee. Courses repeated because of failure will not be eligible for tuition assistance.

## **F. Reimbursement to Employee**

A copy of the final grade, receipts for tuition, books and materials, and a detailed account summary/statement from the school indicating the class/course name, amount paid/charged, and lottery and/or financial aid/grant received (if any) must be received by Human Resources within one (1) month following completion of course in order to receive reimbursement. Tuition, student fees, plus half the cost of the books/materials will be reimbursed up to the maximum reimbursement (see Section B) upon satisfactory completion of the approved course.

Reimbursement is paid to employee through payroll. The City reserves the right to contact the educational institution to request any information concerning grants or other funding which the employee received.

#### **G. Repayment to City**

If an employee voluntarily leaves employment (including retirement) with the City of Greenville prior to one year following completion of the course(s), the full amount of the tuition/book(s) reimbursement must be repaid to the City by the employee. Repayments to the City will be withheld from the employee's final paycheck or special arrangement for repayment may be requested.

#### **H. Educational Incentive Benefit for Police and Fire Personnel**

New hire Police and Fire personnel may receive educational incentive benefit for a degree in a relevant field. *The employee must provide a certified transcript from the accredited college or university within 90 days of hire* to his or her supervisor or department personnel responsible for processing the paperwork. The employee should contact his or her department representative for information and details on the amount of incentive offered.

Current Police and Fire personnel who obtain a degree while employed with the City in a relevant field may receive educational incentive benefit. The employee must provide a certified transcript from the accredited college or university within 90 days of receipt to his or her supervisor or department personnel responsible for processing the paperwork. The employee should contact his or her department representative for information and details on the amount of incentive offered.

#### **I. Special Terms for Greenville Technical College Courses for Police and Fire Employees**

Courses which fall under this section are paid at 100% of the costs of tuition, books and fees by direct billing from the school. Such amounts will not reduce the entitlement for tuition reimbursement otherwise provided by this policy must be made and approved prior to enrollment in a course for which an employee seeks reimbursement.

- Management (MGT 150, MGT 201, and MGT 270)  
Sworn Police and Fire employees are entitled to enroll for Management 150, Management 201, or Management 270 (the equivalents of former PSI 1, 2, and 3 courses) at Greenville Technical College as prerequisites for qualifying for promotion under Police and Fire Department policies.
- National Fire Protection Association (NFPA)  
Greenville Technical College shall grant college transcript credit for training completed by the Greenville City Fire Department (GCFD) personnel upon evidence of successful completion of all National Fire Protection Association 1001 requirements. This credit will be for courses FST 101, FST 102, FST 103, and FST 104.
- Fire Technology Certification  
Upon successful completion of English 101, Math 170, CPT 101, and FST 105, the GCFD student will be awarded the GTC Fire Service Technology Certificate.

**City of Greenville  
Human Resource Department  
Tuition Assistance/Reimbursement Application**

Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ Telephone \_\_\_\_\_

Name of School/University \_\_\_\_\_

Degree: \_\_\_\_\_ Associate \_\_\_\_\_ Bachelor \_\_\_\_\_ Masters

Term: \_\_\_\_\_ Fall Semester \_\_\_\_\_ Spring Semester \_\_\_\_\_ Summer Semester

**List Courses:**

Name of Course #1 \_\_\_\_\_  
Date(s) of Course Starts \_\_\_\_\_ Ends \_\_\_\_\_ Credit Hours \_\_\_\_\_

Name of Course #2 \_\_\_\_\_  
Date(s) of Course Starts \_\_\_\_\_ Ends \_\_\_\_\_ Credit Hours \_\_\_\_\_

Name of Course #3 \_\_\_\_\_  
Date(s) of Course Starts \_\_\_\_\_ Ends \_\_\_\_\_ Credit Hours \_\_\_\_\_

Name of Course #4 \_\_\_\_\_  
Date(s) of Course Starts \_\_\_\_\_ Ends \_\_\_\_\_ Credit Hours \_\_\_\_\_

**Agreement/Promissory Note**

If I voluntarily terminate my employment with the City of Greenville prior to one year following completion of the course(s) listed above, I agree to repay the City of Greenville as required by Policy HR-14, Tuition Reimbursement, through payroll deduction from my final paycheck.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

HR Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY THE HUMAN RESOURCE DEPARTMENT**

Cost of Tuition: \$ \_\_\_\_\_

Cost of Books (50%): \$ \_\_\_\_\_

**SUBTOTAL:** \$ \_\_\_\_\_

Minus (-) SC Lottery Assistance/Financial Aid/Grant: \$( \_\_\_\_\_ )

**TOTAL:** \$ \_\_\_\_\_

**EDUCATIONAL ASSISTANCE BENEFITS NOTIFICATION**

Congress has recently reinstated the tax-favored status of qualified educational assistance plans, and employers are no longer required to withhold taxes on any educational assistance benefits. However, tuition assistance will be added to the qualified employee's gross bi-weekly salary.

I have read the above statement and understand that my tuition assistance/reimbursement will be added to my gross salary from the City of Greenville.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Date)

-----**TO BE COMPLETED BY HUMAN RESOURCES**-----

\_\_\_\_\_  
Amount

\_\_\_\_\_  
Payroll Date

Account #010-2001-411.20-41

**RELEASE OF INFORMATION WAIVER**

I herewith grant permission, hold harmless, and request that the School, University, Course sponsor, or their designated representative release any and all information that may be requested by the City of Greenville Human Resource Department pertaining to my registration, matriculation, student status, scholarships, grants, tuition and fees paid or due, book costs, grades, degrees, diplomas, certificates, licenses, attendance, or similar documentation of my academic record.

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Employee/Student's Signature

\_\_\_\_\_  
Social Security Number

1. \_\_\_\_\_  
Name of Course

2. \_\_\_\_\_  
Name of Course

3. \_\_\_\_\_  
Name of Course

4. \_\_\_\_\_  
Name of Course